U.S. Consulate General, Guayaquil
Vacancy Announcement

**Number:** 2017-HR-XX

**To:** ALL EMPLOYEES / ALL AGENCIES

**Date:** April 25, 2017

**From:** Donald Coleman/ Management Officer

**Subject:** Temporary Human Resources Assistant

**OPEN TO:** All interested candidates / All Sources

**POSITION:** Temporary Human Resources Assistant

**OPENING DATE:** April 25, 2017

**CLOSING DATE:** May 09, 2017

**WORK HOURS:** Full-time 40 hours/week

**SALARY:**
- **Ordinarily Resident:**
  - FSN-7: US$23,784 per annum

- **Not-Ordinarily Resident:**
  - FP-7*: US$35,718 per annum
  - *Final grade/step for NORs will be determined by Washington

**EMPLOYMENT LENGTH:** This position is temporary and will not exceed six months from the hire date.

**Note 1:** All ordinarily resident (OR) applicants (*See Appendix A for definition*) must have the required work and/or residency permits to be eligible for consideration.

**Note 2:** All positions advertised are subject to availability of funds.

**Note 3:** U.S. Citizens including U.S. Veterans who are not AEFMs (*see definitions section*) if hired will be paid under the Local Compensation Plan.

**IMPORTANT REMARKS:**

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education,
experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.

2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Consulate General in Guayaquil is seeking eligible and qualified applicants for the position of Temporary Human Resources Assistant in the Management section.

**BASIC FUNCTION OF POSITION**

Serves as Human Resources Assistant and Payroll Technician for the Office of Human Resources and performs a variety of clerical and administrative duties in support of the Post’s Human Resources programs during Human Resources Assistant’s absence.

**QUALIFICATIONS REQUIRED**

**NOTE:** Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant if not qualified. If you submitted previous applications, you will still need to provide documentation for this position.

**A. Education:** Two years of general college level studies is required; (submit copy of transcripts with application for consideration).

**B. Prior Work Experience:** Two years of experience in secretarial and/or administrative duties, including at least six months of HR experience with customer service is required.

**C. Language Proficiency:** Level IV S/R English, Level IV S/R Spanish are required (These will be tested).

**D. Knowledge:** Must have good working knowledge of general administrative procedures, post organization, and administrative/secretarial tools.

**E. Skills and Abilities:** Strong organizational skills and ability to work independently. Must have good working knowledge of Microsoft computer software (Outlook, Word, Excel Microsoft tests will be administered).

**FOR FURTHER INFORMATION**

The complete position description listing all of the duties and responsibilities is located at the end of this vacancy announcement and/or by contacting the Human Resources Office gyqrecruitment@state.gov

**HIRING PREFERENCE SELECTION PROCESS:**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately
describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

1. AEFM / USEFM who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. FS on LWOP**

*IMPORTANT:* Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans’ preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans’ preference will not be considered in the application process. Mission HR’s decision on eligibility for U.S. Veterans’ preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider the following when determining successful candidacy: nepotism/conflict of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Currently employed NORs hired under a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
6. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
7. Employment eligibility criteria for this position were established by the hiring supervisor.
8. Tests to assess a candidate’s skill may be given to applicants for any position. Test results will become a part of the candidate’s application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
9. The Consulate General will review work references or ask applicant for support documentation of any of the information submitted on applications.
HOW TO APPLY
Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources at GuayaquilHRForms@state.gov; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits etc.)

WHERE TO APPLY
Per email
e-mail: gyqrecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan.
Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
• Is not a citizen of the host country; and
• Does not ordinarily reside in the host country; and
• Is not subject to host country employment and tax laws.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

• A citizen of the host country; or
• A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
• Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).
U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post  AMCONGEN GUAYAQUIL  2. Agency  DOS  3a. Position Number  311802 T54233

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes  ☐ No

4. Reason for Submission

☐ a. Redescription of duties: this position replaces

(Position Number) ______________ , (Title) ______________ (Series) ___________ (Grade) _________

☐ b. New Position ____________________________________________________________________________

☐ c. Other (explain) ______ Temporary Position (Six months)

5. Classification Action

<table>
<thead>
<tr>
<th>Position Title and Series Code</th>
<th>Grade</th>
<th>Initials</th>
<th>Date (mm-dd-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR ASSISTANT, FSN-305</td>
<td>FSN-7</td>
<td></td>
<td>03/31/17</td>
</tr>
</tbody>
</table>

6. Post Title Position (If different from official title)  

7. Name of Employee  VACANT

8. Office / Section

   a. First Subdivision  MANAGEMENT OFFICE
   b. Second Subdivision  HUMAN RESOURCES OFFICE
c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position  

   VACANT

   Printed Name of Employee ____________________________
   Signature of employee ____________________________ Date (mm-dd-yyyy) ____________________________

   Printed Name of Supervisor ____________________________
   Signature of Supervisor ____________________________ Date (mm-dd-yyyy) ____________________________

10. This is a complete and accurate description of the duties and responsibilities of this position

   ____________________________
   Printed Name of Supervisor ____________________________
   Signature of Supervisor ____________________________ Date (mm-dd-yyyy) ____________________________

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

   ____________________________
   Printed Name of Chief or Agency Head ____________________________
   Signature of Section Chief or Agency Head ____________________________ Date (mm-dd-yyyy) ____________________________

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

   ____________________________
   Printed Name of Admin or Human Resources Officer ____________________________
   Signature of Admin or Human Resources Officer ____________________________ Date (mm-dd-yyyy) ____________________________
13. BASIC FUNCTION OF POSITION

Serves as Human Resources Assistant and Payroll Technician for the Office of Human Resources and performs a variety of clerical and administrative duties in support of the Post’s Human Resources programs during Human Resources Assistant’s absence.

14. MAJOR DUTIES AND RESPONSIBILITIES

HUMAN RESOURCES SUPPORT 60%

American Program

**Duty Officer Memo.** Prepares and distributes duty officer schedule memo on a weekly basis. Maintains and updates duty briefcase information. Ensures that all materials and information are available for each officer. Records changes to duty schedule on the Human Resources SharePoint site as well in the weekly memo.

**Diplomatic Notes.** Prepares all Diplomatic Notes to send to Embassy Quito for final processing. Diplomatic Notes typically address visa issuance, visa accreditation, MFA ID issuance/renewal and transfers.

**Allowances.** Responsible for sending post allowance start and stop cables. Keeps track of the cables sent and saves them electronically to employees’ files.

**Travel Messages.** Responsible for drafting and sending to MO for final clearance TM3 welcome cables for newly assigned officers. Also responsible for keeping track of all incoming TM cables for all USDH at post.

LE Staff Program

**Awards.** Receives, reviews for accuracy, updates excel sheet and creates my Services requests for all Guayaquil awards. Processes procurement requests for awards frames and prepares awards citations for ceremony. Coordinates with Management Officer logistics for ceremony.

**Time and attendance.** Acts as time keeper for the following sections: Management (MGT), Regional Security Office (RSO), Drug Enforcement Agency (DEA), Public Affairs (PAS) and Bureau of Overseas Building Operations local office (OBO).

**Health Insurance.** Prepares weekly reports on claims and changes in personnel or salaries for the LE Staff Health Insurance contractor. Keeps track of payment of claims, assists LE Staff on approvals of hospitalization and communicates actively with the insurance company on LE Staff concerns and issues.

**Position Description (PD) support to classification program.** Coordinates the preparation of all PDs for both EFM and LE Staff positions. Confirms that all PDs are properly completed and signed and maintains physical and electronic files of all post’s PDs.

**Recruitment.** Prepares, obtains required approvals for and publishes position vacancy announcements. Conducts initial analysis of job applications identifying qualified applicants and reviews list of qualified applicants with the Management Officer. Files access requests, escorts, and proctors testing of applicants meeting all initial position requirements. Schedules and attends applicant interviews. Prepares initial draft of offer and/or rejection letters to candidates. Prepares all hiring documents and corresponding personnel action.

**Performance.** Sends performance forms to supervisors and follows up with them on annual, interim or probationary evaluations. Prepares personnel actions.

CLERICAL AND ADMINISTRATIVE DUTIES 35%

Receives, scans, and distributes incoming and outgoing mail and telegrams. Refers inquiries to the Management Officer for specialized or technical matters.

Types and distributes a variety of correspondence, vacancy announcements, forms, and reports. Scans and/or distributes reports or documents in support of but not limited to the following: recruitment, awards, accreditations, EFM and LE Staff files

Maintains Human Resources subject files electronically and assists as necessary with the maintenance of American employee files and locally employed staff/awards and training (FSN/PSC/PSA) files.

Maintains Human Resources intranet site reference materials such as personnel forms, vacancy announcements and current regulatory materials.

Processes my Services requests as required.
BACK UP DUTIES

Fills in for Management/General Services Assistant as required.

Note: “This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.”

15. REQUIRED QUALIFICATIONS

a. Education: Two years of general college level studies is required.

b. Prior Work Experience: Two years of experience in secretarial and/or administrative duties, including at least six months of HR experience with customer service.

c. Post Entry Training: Completion of in house Web Pass PS software application training and Time and Attendance online training.

d. Language Proficiency: Level IV (fluent) written/spoken English and Spanish is required.

e. Knowledge: Must have good working knowledge of general administrative procedures, post organization, and administrative/secretarial tools.

f. Skills and Abilities: Service oriented interpersonal skills are required to deal tactfully and politely with employees and the public often under difficult and sometimes sensitive circumstances. Strong organizational skills and ability to work independently. Must have good working knowledge of Microsoft computer software (Word, Excel and Outlook).

16. POSITION ELEMENTS

a. Supervision Received: Directly supervised by the Management Officer.

d. Authority to Make Commitments: None.

e. Nature, Level, and Purpose of Contacts: Incumbent maintains good working relationships with all levels of employees within the Mission in order to disseminate information and expeditiously resolve problems and obtain services. Working level relationships extend to host government agencies in the area of visas/accreditation processes and local representatives of the Mission’s LE Staff health insurance provider in the area of claims/customer service.

f. Supervision Exercised: None.

g. Time Required to Perform Full Range of Duties after Entry into the Position: 3 months.